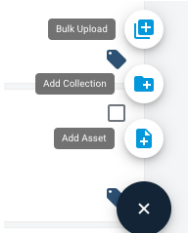
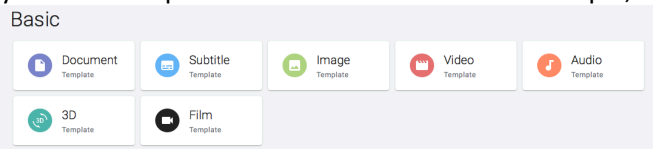
Quick Sheet:
Working with “Mechanicals”

Uploading “Mechanicals”

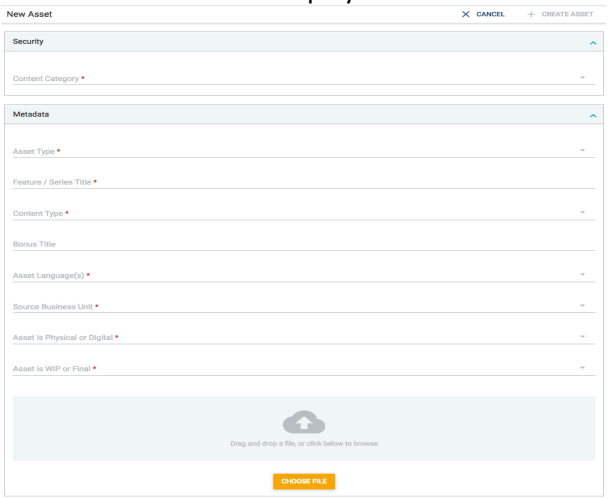
1. From the home page, hover on the floating action button **+** from the bottom and choose *Add Asset* from the menu.



2. Basic asset template list is displayed. Select an Asset Type that you want to upload from the tile menu. For example, Image.



3. The New Asset form is displayed.



Security – Assigning Content Categories

4. Assigning at least one content category to an asset is required. It restricts users that do not belong to the group from accessing the asset, and ONLY allows access for users in relevant user groups.

   For example, if the asset is in-home creative final material, it should be assigned to *In-Home Creative Final Materials* content category.

Adding Metadata

5. User must fill in all required fields which are indicated by an asterisk (*).

Choosing ZIP File under Select Image File

6. User will select the zip package via drag and drop method or by searching.
   - 6.1 To choose file by drag and drop method:
     - 6.1.1 open an Explorer window (PC) or the Finder (Mac).
     - 6.1.2 Locate the file to be uploaded and drag it to the specified area.
   - 6.2 To choose file by searching:
     - 6.2.1 Click on CHOOSE FILE button.
     - 6.2.2 In Explorer window (PC) or Finder (Mac), select the file to be uploaded and click *OK* or *OPEN*.

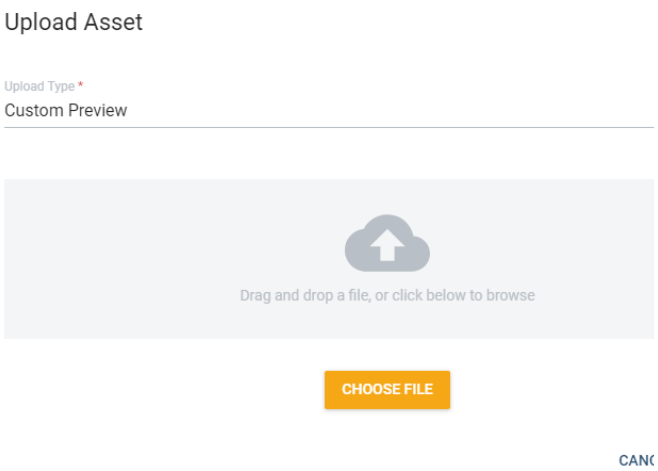
Quick Sheet:
Working with “Mechanicals”

Uploading Zip File

7. Click CREATE button from the bottom panel to initiate import. The application will display the contents of the Zip file under the PREVIEW tab.

Uploading Preview File

8. Once the Zip file is uploaded, click the EDIT button, followed by the UPLOAD button.
   - 8.1.1 In the Upload Asset window, select Custom Preview.



   - 8.1.2 Hit CHOOSE FILE, and select the file to use as an alternate preview for the Zip package.
   - 8.1.3 The application will display the selected file under the PREVIEW tab for the asset.